

**Phoenix Program
Process Definition – Purchasing Module**

Process	<i>Add Vendor to Bid List and Print RFQ</i>
Process Number	<i>PO – 028</i> <i>Revised 8/30/00</i>

Description of Process

This process is used to add an additional vendor to the Bid List for an RFQ after it has been dispatched, and then print the RFQ for the added vendor.

Input to Process

Request (phone or written) from vendor asking to be allowed to bid on dispatched RFQ.

Output of Process

RFQ form printed and mailed to requesting vendor.

Service Level Agreement Required? (if yes, provide a brief description)

--

PeopleSoft Panel Groups being Used

Function	Panel Group
Add vendor to bid list	Vendor Association by NIGP
Print RFQ	Report, RFQ Form

Phoenix Program Process Definition – Purchasing Module

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer or Bid Room personnel receive request from vendor to be allowed to bid on dispatched RFQ.	Agency Buyer or Bid Room personnel
Step 2: Navigates to “Manage Request for Quotes” menu (Go, Administer Procurement, Manage Request for Quotes).	Agency Buyer or Bid Room personnel
Step 3: Navigates to the “Vendor List” panel for the specified RFQ (Use, Vendor Association by NIGP, Vendor List, Update/Display). In the dialog box, key the Business Unit and RFQ ID. Click OK.	Agency Buyer or Bid Room personnel
Step 4: Place the cursor in any one of the Vendor ID fields and click the “Insert Row” icon or use the F7 key to insert a new vendor row.	Agency Buyer or Bid Room personnel
Step 5: Select or key the vendor ID into the newly inserted row and tab out of the field. NOTE: Control F4 can be used to search by vendor short name. In the new vendor row, type the first few letters of the vendor’s name, then Control, F4 for a list of vendor short names from which to select.	Agency Buyer or Bid Room personnel
Step 6: Click the magnifying glass by the vendor ID to display their first location address. Use the drop down arrow to display a list of additional addresses. Select the appropriate address for the vendor. Save the panel.	Agency Buyer or Bid Room personnel
Step 7: Navigate to the RFQ Form panel to dispatch the RFQ for the new vendor (Report, RFQ Form, Update/Display). Enter the Business Unit, the RFQ ID, and the added vendor’s ID. Click the “Save” icon, then click the “Run” icon. On the “Process Scheduler Request” panel, the “Run Location” must be “Server”, and “PSUNX” must be selected as the “Server Name”. The “Output Destination” should be “File”. The “File/Printer” field must have the following: /tmp/ +P-d, immediately followed by your printer name. Note: If the text is not in this field, then key exactly as shown above followed by your printer ID (there is a space between “/” and “+”). Click OK. NOTE: RFQ’s will print inclusive of any addenda comments that exist. These will print in the header section of the RFQ with other header comments. Forward to Support Personnel for distribution.	Agency Buyer or Bid Room personnel

<p style="text-align: center;">Phoenix Program Process Definition – Purchasing Module</p>

<p>Step 8: Copy the RFQ form, send the original to the vendor and give the copy to the Buyer for the RFQ file.</p>
--

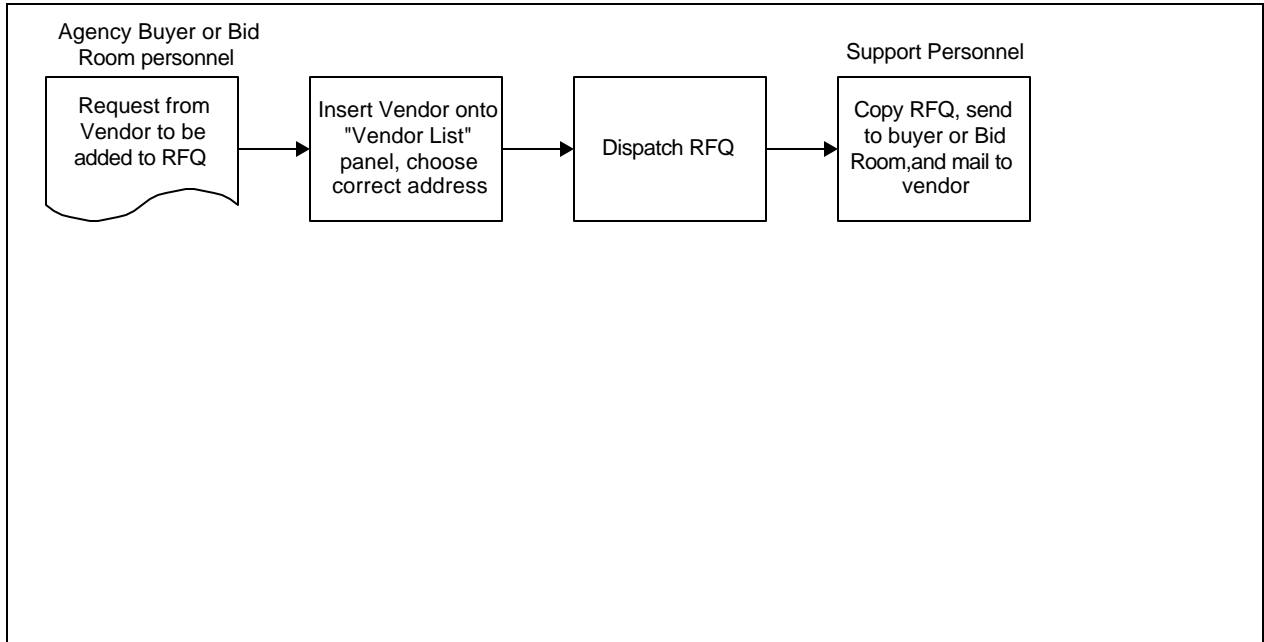
<p>Support Personnel</p>

Forms Used with Process (#)

<p>**Attach sample form(s)</p>

Phoenix Program Process Definition – Purchasing Module

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested